

COMMUNITY DEVELOPMENT AND HOUSING

Patricia M. Cole

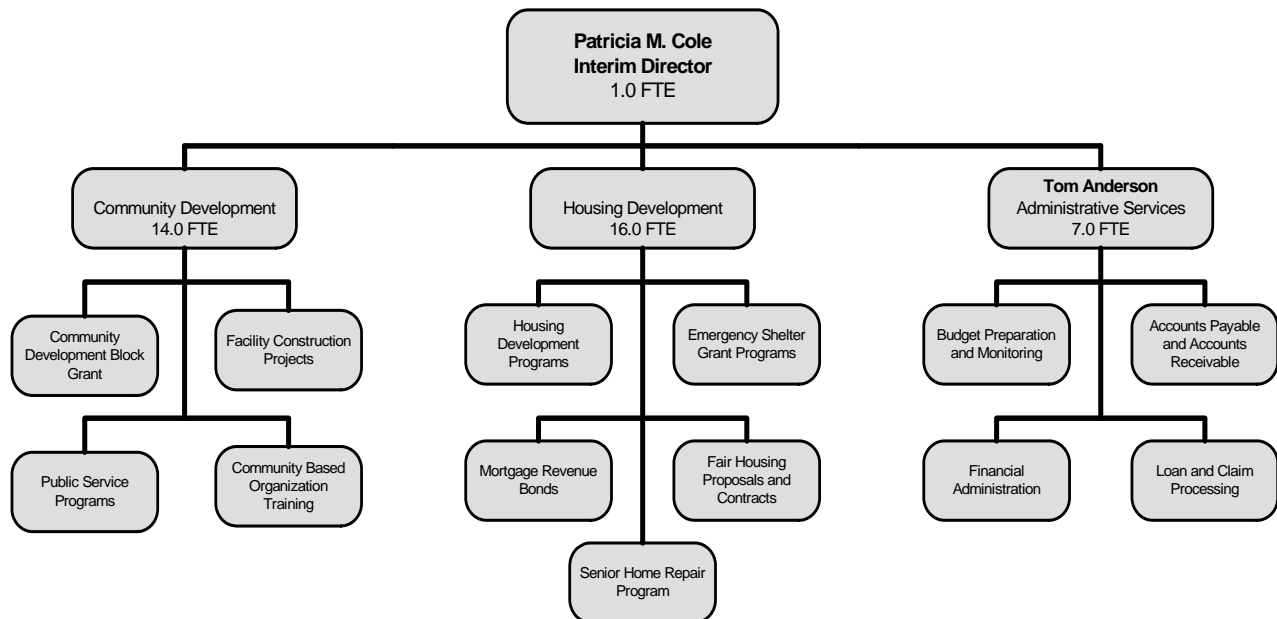
MISSION STATEMENT

Community Development and Housing Department is a diverse team that utilizes experience and knowledge to achieve a better quality of life for county residents by providing quality programs and services. In addition, the department is a good steward of the Public Trust, effectively and efficiently delivering community development and housing program resources.

STRATEGIC GOALS

1. Develop and coordinate the consolidated plan process for obtaining the Home Investment Partnership Act (HOME), the Emergency Shelter Grant (ESG), and the Community Development Block Grant (CDBG) entitlement formula grants.
2. Sub-grant CDBG and ESG funds to county departments, cooperating cities and non-profit agencies for programs and projects benefitting low-and moderate-income persons.
3. Prepare an annual performance report covering the consolidated plan grant programs for submittal to the Department of Housing and Urban Development (HUD).
4. Communicate useful and timely information to other agencies and to the general public to inform them about grant and loan resources available to meet community and housing needs.
5. Implement affordable housing programs for construction of new housing and rehabilitation of existing housing, and provision of emergency shelter for homeless persons.

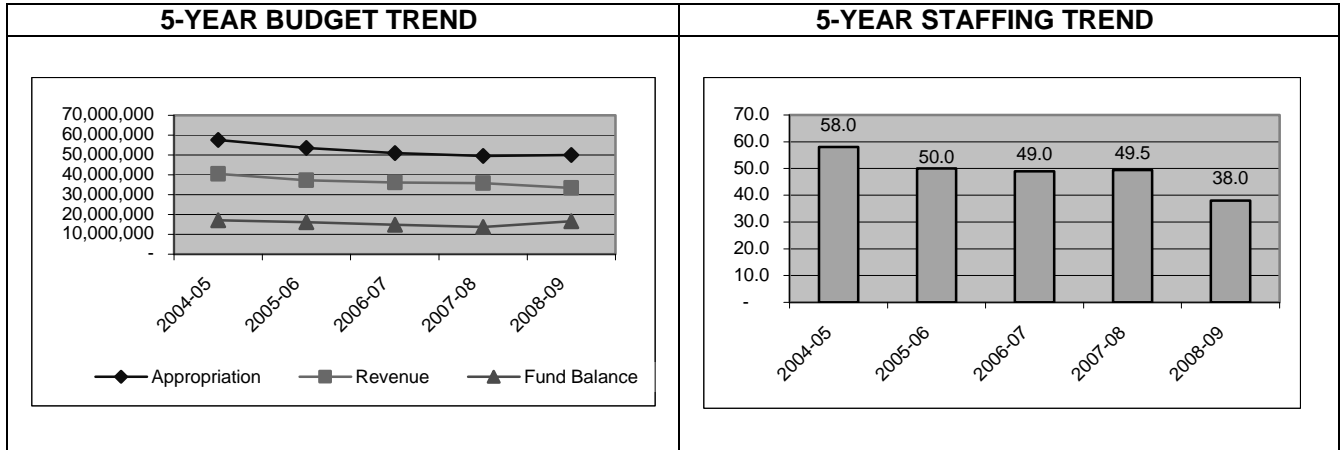
ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Department of Community Development and Housing (CDH) is responsible for administering federal, state, and local grant funds allocated to the County of San Bernardino for housing and community development programs. Federal funds comprise a large percentage of the total monies included in the Department's budget through the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), the Home Investment Partnership Act Grant (HOME), the Neighborhood Initiative Grant (NI), the Disaster Recovery Grant (DRI), and the Economic Development Initiative Program Grant (EDI). The funding for the NI and EDI grants has diminished and Fiscal Year 2008-09 will be the last year the Department will be able to provide services under these two grants. Also, the DRI grant funding ends in April of 2009.

BUDGET HISTORY



PERFORMANCE HISTORY

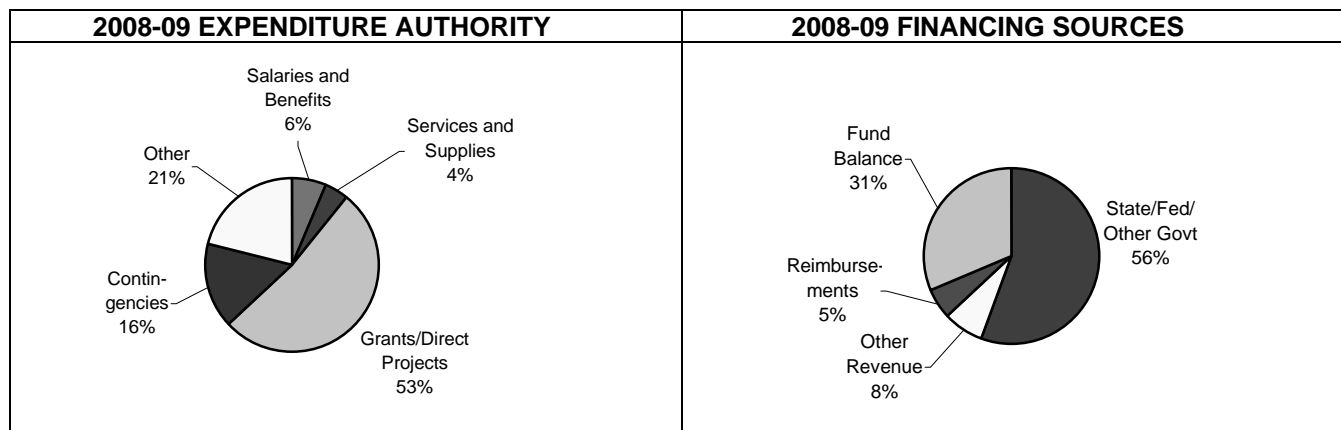
	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	24,335,828	24,763,111	25,635,360	49,461,751	15,422,594
Departmental Revenue	22,338,903	23,440,212	22,825,734	35,761,315	18,314,522
Fund Balance				13,700,436	
Budgeted Staffing				49.5	

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual appropriation in this budget unit is less than modified budget. The amount not expended is carried over to the subsequent year's budget.

Most of CDH's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpected and unrealized amounts in 2007-08 have been carried over to the subsequent year's budget.

The performance history for the CDH budget represents a decrease in actual funding over the past 4 years. This is a result of the decrease in grant funding over the years in the CDBG, HOME, and ESG grants that make up the biggest part of the budget. This reduction in grant funding reduces the amount of revenue received by the department.

ANALYSIS OF FINAL BUDGET



GROUP: Economic Development
 DEPARTMENT: Community Development and Housing
 FUND: Community Development and Housing

BUDGET UNIT: ECD Consolidated
 FUNCTION: Public Assistance
 ACTIVITY: Other Assistance

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	3,780,253	3,634,300	3,441,243	3,029,496	4,233,661	3,393,694	(839,967)
Services and Supplies	1,408,385	1,444,425	1,578,342	1,051,306	5,314,939	2,245,478	(3,069,461)
Grants/Direct Projects	15,561,680	16,579,071	13,980,687	8,735,354	22,059,600	27,667,823	5,608,223
Central Computer	45,171	49,817	54,454	47,077	56,934	50,417	(6,517)
Travel	-	-	-	-	-	29,000	29,000
Other Charges	-	-	-	-	-	20,000	20,000
Equipment	-	39,463	24,972	-	-	-	-
L/P Struct/Equip/Vehicles	-	-	-	-	-	52,000	52,000
Transfers	5,187,319	5,306,274	6,148,674	5,383,323	12,010,240	10,664,803	(1,345,437)
Contingencies	-	-	-	-	7,986,699	8,394,120	407,421
Total Exp Authority	25,982,808	27,053,350	25,228,372	18,246,556	51,662,073	52,517,335	855,262
Reimbursements	(3,080,866)	(3,484,053)	(3,311,338)	(3,535,197)	(3,964,701)	(2,908,700)	1,056,001
Total Appropriation	22,901,942	23,569,297	21,917,034	14,711,359	47,697,372	49,608,635	1,911,263
Operating Transfers Out	1,433,886	1,193,814	3,718,326	711,235	1,764,379	432,092	(1,332,287)
Total Requirements	24,335,828	24,763,111	25,635,360	15,422,594	49,461,751	50,040,727	578,976
Departmental Revenue							
Taxes	88,230	32,482	85,638	63,553	40,000	40,000	-
Fines and Forfeitures	4,060	3,274	4,668	4,145	3,000	2,000	(1,000)
Use of Money and Prop	688,908	730,660	1,067,055	1,322,458	757,500	1,024,200	266,700
State, Fed or Gov't Aid	16,545,488	17,579,128	15,487,219	13,323,234	31,066,026	29,389,348	(1,676,678)
Current Services	-	4,735	-	-	-	-	-
Other Revenue	5,012,217	5,085,564	6,181,154	3,601,132	3,894,789	2,991,983	(902,806)
Other Financing Sources	-	4,369	-	-	-	-	-
Total Revenue	22,338,903	23,440,212	22,825,734	18,314,522	35,761,315	33,447,531	(2,313,784)
				Fund Balance	13,700,436	16,593,196	2,892,760
				Budgeted Staffing	49.5	38.0	(11.5)

Salaries and benefits of \$3,393,694 fund 38.0 budgeted positions. There is a reduction of \$839,967 primarily due to the elimination of 11.5 positions that have become vacant over the past year. These positions include: 1.0 Office Assistant II, 2.0 Fiscal Assistants, 2.0 ECD Specialist I, 2.0 ECD Technician, 1.0 Secretary I, 0.5 Public Service Employee, 3.0 ECD Analyst II. The reduction of funding from federal grants requires that the department delete vacant positions that have not been filled. The workload from these positions was reduced or reassigned to other staff members.



Services and supplies of \$2,245,478 represents charges related to equipment needs, communication expense, general office expense, costs for publications, special department expenses, and carryover funds for a Third District priority policy needs item to provide financial support to the YMCA of the East Valley for their capital campaign. The overall decrease of \$3,069,461 is due to a reclassification of \$3.7 million from professional services into the grant and direct projects category to allow for housing development projects. Furthermore, this decrease was partially offset by the priority policy needs funding of \$1.0 million.

Grants and direct projects of \$27,667,823 represent the bulk of CDH's expenses. These expenses generally consist of contracts with other government, nonprofit, or private businesses to provide community development and housing assistance for low and moderate income citizens of the County of San Bernardino. The increase of \$5,608,223 was primarily caused by the \$3.7 million reclassification discussed above and an additional one-time funding of \$1.7 million from the Inland Valley Development Agency.

Travel is a new appropriation unit for 2008-09. The amount budgeted of \$29,000 reflects anticipated travel costs in the areas of private mileage, air travel, hotel, car rental and conference fees for this budget unit. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.

Other charges of \$20,000 represents the interest charges expected with the lease purchase of office furniture. This is the first year of a seven year lease purchase.

Equipment of \$52,000 represents the principal payments expected with the lease purchase of office furniture. This is the first year of a seven year lease purchase.

Transfers of \$10,664,803 primarily represent interdepartmental transfers from CDH's grant funds to its administrative fund. It also represents transfers to other departments for services provided on behalf of CDH. The decrease in transfers of \$1,345,437 is primarily related to the reduction of staff charges due to the completion of CDBG public service projects in 2007-08 and the reduction in budgeted staff.

Contingencies of \$8,394,120 represent the amount of grant funding that the department anticipates will not be obligated this fiscal year. The increase of \$407,421 was the result of the grant fund balance changes from last year.

Reimbursements of \$2,908,700 represent interdepartmental reimbursements to the CDH administrative fund for staff charges. The decrease of \$1,056,001 primarily represents the reduction of staff reimbursements from the HOME projects (\$310,000) and the NI program (\$700,000). The majority of the NI staff was either reassigned to other programs or vacancies were eliminated as the program is anticipated to be completed in 2008-09.

Operating transfers out of \$432,092 decreased by \$1,332,287 due primarily to the planned reduction of CDBG construction projects completed by the Architecture and Engineering Department.

Departmental revenue of \$33,447,531 generally represents grants received from HUD, which include CDBG, HOME grant funds, and ESG. In 2008-09, CDH anticipates receiving \$12,292,000 from HUD as well as \$3,000,000 from the State Department of Housing and Community Development for the Cedar Glen Water/Road Improvement Grant. The remaining \$18,155,531 in revenue primarily represents funding for previously approved federal grant projects that have not been completed. CDH has seen a decrease of \$2,313,784 that includes a planned reduction in HOME loan payoffs and a reduction in grant funding balances due to completion of some grant projects and the sun-setting of other grants. This reduction includes a \$902,806 decrease in planned program income and a \$1,676,678 decrease in grant funding along with a slight increase in interest revenue.

The fund balance increase in 2008-09 of \$2,892,760 is primarily due to the receipt of a one-time funding of \$1,700,000 from IVDA development zone and the Third District priority policy needs funding of \$1,000,000.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Actual	2008-09 Projected
Percentage of Emergency Shelter Grant (ESG) "Cold Weather Shelter Program" contracts with non-profit homeless service providers executed within 30 days of completion of RFP and projected start date of each project (15 ESG contracts entered into 2007-08).	100%	90%	100%	100%
Percentage of Community Development Block Grant (CDBG) project Environmental Review Records (ERR) approved by HUD within ninety (90) days of project approval (54 ERRS approved in 2007-08).	88%	80%	80%	80%
Percentage of Project Implementation/Maintenance and Operation agreements entered within thirty (30) days of ERR completion (19 Project Implementation/ Maintenance and Operation Agreements entered in 2007-08).	87%	80%	80%	80%
Percentage of Public Service contracts executed within thirty (30) days of the projected start date of each program (110 CDBG Public Services contracts executed in 2007-08).	91%	80%	89%	80%
Percentage of non-profit agencies, cities, and individual homeowners who receive the information they need in order to apply for CDBG, ESG, and HOME funds (119 agencies, 13 cities, 500 homeowners).	100%	100%	100%	100%
Number of housing units constructed or rehabilitated.	22	20	11	20
Number of low-income families or disabled persons who receive rental housing security deposits and utility payment assistance.	186	200	203	200
Number of low - and moderate-income homeowners who receive loans or grants.	283	250	231	215
Number of families who succeed in buying their new home.	29	20	25	25
Number of emergency shelter nights provided to homeless persons.	25,509	24,000	27,701	24,500
Number of housing projects planned for construction with Prop 63 funds.	N/A	2	0	2
Number of home owners who will receive financial assistance to rebuild their homes that were lost in the 2003 "Old Fire" disaster.	11	10	19	5
Percentage of on-time completion within the designated time frame: CDH completion of initial review of eligible land use services grant applications within thirty (30) days of receipt and completion of reimbursements within thirty (30) days of receipt of claims and approved back up information.	100%	100%	100%	100%
Percentage of on-time completion within the designated time frame: CDH completion of initial review of eligible HRP applications within thirty (30) days of receipt. Rehabilitation activities completed within 12 months of application approval.	95%	100%	100%	100%

